

**Request for Proposal for Professional Engineering Services
Town of Henderson, NY**

NOTICE IS HEREBY GIVEN that Requests for Proposal will be received at the Town of Henderson, 12105 Town Barn Road / Henderson, NY 13650 until April 1, 2025 for the following:

Background Information on the Town of Henderson:

The Town of Henderson is a town in Jefferson County, New York. The Town Henderson is in the western part of the county and is southwest of Watertown. The Great Lakes Seaway Trail runs through the town along New York State Route 3. New York State Route 178 is an east-west highway, which intersects NY-3 at Aspinwall Corners. The Town is located on Henderson Harbor and has a significant amount of water frontage. The Town has two main sections, the harbor area and the hamlet area. The total population of the Town is ~1500 residents. The Town has a population of seasonal residents that reside from May-September.

Statement of Need:

The Town of Henderson ("Town") is soliciting proposals from well-qualified professional engineering firms ("Consultants") to support the Town Planning Board by providing comprehensive advice and consulting services in connection with a variety of matters. Services will include consultation, assistance and advice involving matters of general engineering, inspection, design, surveying, public works projects, and local land use matters. Tasks may include attendance at meetings and hearings, preparation and review of bid specifications, project management, technical and support services, review of engineering-related aspects of residential, commercial and redevelopment applications, including parking and traffic assessments, testing and analysis, preparation of studies, designs, reports, and advising the Town Planning Board.

The selected Consultant shall employ accepted professional standards and provide the Town Planning Board with the best possible advice and consultation and shall act at all times within the authority and capacity of any title or professional license as issued by the State of New York. The Consultant will be expected to provide support services and work proactively with the Town Planning Board.

The Consultant is expected to acquire proficient knowledge of the Town's comprehensive plan, zoning code and land use procedures, policies and regulations, and existing conditions in the Town including but not limited to the community profile; demographics; zoning and land uses; transportation and mobility; public infrastructure; and economic, natural, recreation, historic and cultural resources.

The Consultant shall, at its sole expense, acquire, continuously maintain during the period in which the Consultant is performing services, and provide the Town with acceptable proof of professional liability insurance coverage with policy limits of not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate covering acts, errors, or omissions of a professional nature committed or alleged to be committed by the Consultant or any of its subcontractors as a part of its performance of professional services. The Consultant shall also maintain workers compensation Insurance in full force and effect. Any agreement resulting from this RFP shall not be effective until Consultant provides to Town certificates of insurance evidencing compliance with the insurance requirements of this paragraph.

Work assignments shall be made on an “as needed” or “as requested” basis.

RFP Submission

All questions concerning this RFP shall be submitted to the Town Clerk. In order to receive consideration, questions must be received by no later than March 26, 2025. Please email questions to clerk@townofhendersonny.org.

Prospective Consultants shall submit a copy of their proposal to the Town of Henderson, 12105 Town Barn Road / Henderson, NY 13650.

Prospective Consultants to the RFP shall provide the following:

1. Proof of the ability to undertake the consulting services by providing the technical qualifications and licensure of the Consultant including any team members, if applicable, as follows:
 - a. A cover sheet providing details of the company profile - include the full name, tax identification number, main office address, telephone and email address of the principal contact person in connection with the response to the RFP, and identify when the Consultant was organized and how many years engaged in providing the type and scope of services identified in this RFP; and
 - b. Provide an organization chart delineating lines of authority for team members if applicable and identify the key team member(s) who will be assigned as primary contact for the services to be provided to the Town; and
 - c. A narrative description of relevant expertise, experience, analogous projects and qualifications of Consultant and team members; and
 - d. A list of references and their contact information; and
 - e. A list and description of any potential conflicts due to volume of existing clients or projects, professional relationships with the Town, other municipalities or private developers.
 - f. An itemized detail of hourly rates for relevant staff to be used.

Right to Reject

This RFP does not commit the Town to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP, or to procure or contract for services. The Town intends to award a contract on the basis of the best interest and advantage to the Town, and reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified proposers, or to cancel this RFP, in part, or in its entirety, if it is in the best interest of the Town. The Town may select as the successful proposal that proposal which, in the Town's sole discretion and with whatever modifications the Town and the Prospective Consultant may mutually agree upon, best meets the Town's requirements whether or not that proposal is the lowest priced. No Prospective Consultant shall have any legal, equitable, or contractual rights of any kind arising out of its submission of a proposal except as and to the extent that the Town, in its sole discretion, shall enter into a contract with the Prospective Consultant that it selects as the successful Consultant.